

**Los Alamos**  
NATIONAL LABORATORY  
**memorandum**

SECURITY DIVISION  
S-6, PERSONNEL and INFORMATION SECURITY

To/MS: Master Management & Administrative Support  
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**SUBJECT: JIT CONTRACT FOR BADGE SUPPLIES AND ACCESSORIES**

Supplies and accessories for badges issued by the Badge Office are now available to Groups and Programs at the Laboratory through a Just-In-Time Contract managed by BUS-5.

When a new badge is issued by the Badge Office to someone who has never had a badge before, a basic lanyard and clip will be included. Those who need replacement accessories, bulk supplies, or wish alternatives to the "standard-issue" items must obtain them directly from the JIT vendor.

There are two primary reasons for this change:

1. By making badge accessories and supplies available through a JIT contract, there is a far wider range of choices. The Badge Office had only been able to provide the least expensive lanyards, clips, plastic pockets, etc., for budgetary reasons. Groups that wish to purchase superior products offering greater comfort and convenience will now be able to do so.
2. The Badge Office is fiscally constrained and can no longer bear the cost of supplying unlimited quantities of accessories.

Additional information on the supplier and stock numbers of the full set of standard issue accessories, as well as on the JIT program, are available from a Web site set up by the Badge Office. Go to:

**<http://www.lanl.gov/fss/fss-15/htmls/restricted/pavc/jit.html>**

or to the Badge Office Web site (**<http://badge.lanl.gov>**); then select **Other Useful Web Sites**. From there, go to **Badging (Miscellaneous)** and click on **Badge Supplies and Accessories**. Customers coming to the Badge Office for their supplies will be given a flyer with information on basic supply sources and stock numbers.